



Authorized IT Schedule GSA Price List FSC Group 70

General Service Administration Federal Supply Service

General Purpose Commercial Information
Technology Equipment, End User Computers,
Equipment, Software, and Services



SIN 132-8 Purchase of New Equipment
SIN 132-51 Information Technology Professional Services
Contract Number: GS-35F-0254R MOD PO-0019
Contract Period: 10 JANUARY 2015 - 09 JANUARY 2020

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Virginia Beach, VA 23455

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*General Service Administration - Federal Supply Service
Products and ordering information in this Authorized Information Technology Schedule
Price List is also available on the GSA Advantage! System*

**AUTHORIZED FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY
SCHEDULE PRICELIST GENERAL PURPOSE COMMERCIAL INFORMATION
TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES****SIN 132-8 - PURCHASE OF NEW EQUIPMENT****SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Service
FPDS Code D316	IT Network Management Services
FPDS Code D317	Automated News Services, Data Services, or Other Information Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances, the services must be performance by the publisher or manufacturer or one of their authorized agents.

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INFORMATION FOR ORDERING ACTIVITIES**SPECIAL NOTICE TO AGENCIES: Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!TM on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!TM and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. Geographic Scope of Contract:

The geographic scope of this contract is the 48 contiguous states, the District of Columbia and U.S. military installations overseas.

2. Contractor's Ordering Address and Payment Information:**Ordering Information:**

CDI Government Services
Attn: GSA Department
5700 Ward Avenue
Virginia Beach, VA 23455

Payment Address:

CDI Government Services
P.O. Box 742778
Atlanta, GA 30374-2778

Contractors are required to accept credit cards for payments equal to or less than the micropurchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micropurchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

TELEPHONE: 757-648-1800

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. Statistical Data for Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number:

097833248 Block 30: Type of Contractor - C. Large Business

Block 31: Woman-Owned Small Business - NO

Block 36: Contractor's Taxpayer Identification Number (TIN): 23-2050731

4a. CAGE Code: 5K449

4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB Destination**6. DELIVERY SCHEDULE**

a. **TIME OF DELIVERY:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

b.

<u>SPECIAL ITEM NUMBER</u>	<u>DELIVERY TIME (Days ARO)</u>
132-8	As Negotiated For Each Task Order
132-51	As Negotiated For Each Task Order

b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. Discounts: Prices shown are NET Prices; Basic Discounts have been deducted.

a. Prompt Payment: None

b. Quantity: The price for any labor category may be negotiated at the time of order depending on the quantity, duration, and location of service.

c. Dollar Volume: The price for any labor category may be negotiated at the time of order depending on the quantity, duration, and location of service.

d. Government Educational Institutions: Same discounts as all other Government customers.

e. Other: None

8. **Trade Agreements Act of 1979, as amended:**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. **Statement Concerning Availability of Export Packing:**

Not applicable to service offering

10. **Small Requirements:**

The minimum dollar value of orders to be issued is \$100.

11. **Maximum Order** (All dollar amounts are exclusive of any discount for prompt payment.)
The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
Special Item Number 132-51 – Information Technology (IT) Professional Services
Special Item Number 132-8 – Purchase of New Equipment

For Orders that exceed the maximum order value, Government Agencies may seek special price discounts in accordance with FAR 8.404.

12. **USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE**

CONTRACTS. In accordance with FAR 8.404:

NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51; refer to the terms and conditions for those SINs.

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering activities need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering activity has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the ordering activity's needs.

a. **Orders placed at or below the micro-purchase threshold.** Ordering activities can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

b. **Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering activities should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the

catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity may consider--

- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

- c. **Orders exceeding the maximum order threshold.** Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering activity to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering activities shall--
Review additional Schedule Contractors'

- (1) catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering activity determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

- d. **Blanket purchase agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering activities may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

- e. **Price reductions.** In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering activities will find it advantageous to request a price reduction. For example, when the ordering activity finds a schedule supply

or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering activity the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order.

- f. **Small business.** For orders exceeding the micro-purchase threshold, ordering activities should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
- g. **Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an ordering activity requirement, in excess of the micro-purchase threshold, is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering activity shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity's needs.

13. **FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:** ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS): Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication

Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

- (a) **Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed

under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

16. GSA Advantage!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: Netscape). The Internet address is <http://www.fss.gsa.gov/>.

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
 - (1) Time of delivery/installation quotations for individual orders;
 - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
 - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

CDI Government Services, Inc. will consider providing services at U.S. Military Installations Overseas, when required and as negotiated with the Government customer. Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be

able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _____ dated _____.

In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

**25. INSURANCE - WORK ON A GOVERNMENT INSTALLATION (JAN 1997)
(FAR 52.228-5)**

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK) (G-FCI-920) (MAR 2003)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering activity using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering activities shall—

(1) Prepare a Request (Request for Quote or other communication tool):

- (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
- (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering activity makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.
- (iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
- (iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:
NOTE: When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not

applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

- (i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.
 - (ii) For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs.
 - (iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.
 - (iv) Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.
- (3) Evaluate Responses and Select the Contractor to Receive the Order:
After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)
- (a) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall—
 - (1) Inform contractors in the request (based on the ordering activity's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
 - (i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
 - (ii) **MULTIPLE BPAs:** When the ordering activity determines multiple BPAs are needed to meet its

requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.

- (2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)
- (b) The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (c) When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)
- (d) The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

4. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks, which extend beyond the fiscal year for which funds are available, shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

5. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT/EC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

9. INDEPENDENT CONTRACTOR

All IT/EC Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

- a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the

Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

- b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), Alternate I (APR 1984) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), Alternate II (DEC 2002) applies to labor-hour orders placed under this contract.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT SERVICES AND PRICING

Information Technology (IT) Professional Services' description of Labor Categories and

Pricing can be found in the following sections:

INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) LABOR CATEGORY / PRICE LIST – CONTRACTOR SITE.

INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) LABOR CATEGORY / PRICE LIST – CUSTOMER SITE.

TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY NEW EQUIPMENT (SPECIAL ITEM NUMBER 132-8)

1. MATERIAL AND WORKMANSHIP

All equipment furnished hereunder must satisfactorily perform the function for which it is intended.

2. ORDER

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPA) agreements shall be the basis for purchase in accordance with the provisions of this contract. If time of delivery extends beyond the expiration date of the contract, the Contractor will be obligated to meet the delivery and installation date specified in the original order. For credit card orders and BPAs, telephone orders are permissible.

3. TRANSPORTATION OF EQUIPMENT

FOB DESTINATION. Prices cover equipment delivery to destination, for any location within the geographic scope of this contract.

4. INSTALLATION AND TECHNICAL SERVICES

INSTALLATION. When the equipment provided under this contract is not normally self-installable, the Contractor's technical personnel shall be available to the ordering activity, at the ordering activity's location, to install the equipment and to train ordering activity personnel in the use and maintenance of the equipment. The charges, if any, for such services are listed below, or in the price schedule:

All products are self-installable.

a. INSTALLATION, DEINSTALLATION, REINSTALLATION. The Davis-Bacon Act (40 U.S.C. 276a276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or SIN 132-9.

b. **OPERATING AND MAINTENANCE MANUALS.** The Contractor shall furnish the ordering activity with one (1) copy of all operating and maintenance manuals, which are normally provided with the equipment being purchased.

5. INSPECTION/ACCEPTANCE

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any equipment that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming equipment at no increase in contract price.

The ordering activity must exercise its post acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

6. WARRANTY

Unless specified otherwise in this contract, the Contractor's standard commercial warranty as stated in the contract's commercial pricelist will apply to this contract.

Limited Warranty

CDI warrants that goods/item/hardware/deliverable produced by CDI and sold to customer will be free from defects in materials and workmanship under normal use for a period of twelve months after delivery. Upon determination by customer and CDI that a defect exists, at CDI's option, and as customer's sole and exclusive remedy, CDI will either replace or repair the goods/item/hardware/deliverable. This Limited Warranty is void if failure of the goods/item/hardware/deliverable has resulted from accident, abuse, or misapplication. Any replacement of the goods/item/hardware/deliverable will be warranted for the remainder of the original warranty, or (30) days, whichever is longer. This limited warranty shall be customer's sole and exclusive remedy for any defect in or failure of any goods/item/hardware/deliverable produced by CDI. CDI will have no further liability to customer for any defect in or failure of any goods/item/hardware/deliverable produced by CDI except as stated in this limited warranty.

Notwithstanding the foregoing, in no event will CDI be liable for any defect in or failure of any third party equipment, supplies or materials, which are incorporated into any goods/item/hardware/deliverable produced by CDI or any project to which such goods/item/hardware/deliverable relates.

Customer's Acceptance of Terms of Sale

Customer's acceptance of the goods/item/hardware/deliverable shall constitute customer's agreement and acceptance of CDI's Terms of Sale and any alternate terms or conditions submitted by customer in an effort to change or supersede CDI's Terms of Sale are void and of no effect.

a. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

b. **Limitation of Liability.** Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

c. If inspection and repair of defective equipment under this warranty will be performed at the Contractor's plant, the address is as follows:

CDI Government Services
6017 New World Ave
Jacksonville, FL 32221

7. PURCHASE PRICE FOR ORDERED EQUIPMENT

The purchase price that the ordering activity will be charged will be the ordering activity purchase price in effect at the time of order placement, or the ordering activity purchase price in effect on the installation date (or delivery date when installation is not applicable), whichever is less.

8. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City or otherwise) covering work of this character, and shall include all costs, if any, of such compliance in the prices quoted in this offer.

9. TRADE-IN OF INFORMATION TECHNOLOGY EQUIPMENT

When an ordering activity determines that Information Technology equipment will be replaced, the ordering activity shall follow the contracting policies and procedures in the Federal Acquisition Regulation (FAR), the policies and procedures regarding disposition of information technology excess personal property in the Federal Property Management Regulations (FPMR) (41 CFR 101-43.6), and the policies and procedures on exchange/sale contained in the FPMR (41 CFR part 101-46).

**INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM
NUMBER 132-51) LABOR CATEGORY / POSITION DESCRIPTIONS**

The personnel labor categories offered under this contract are listed in this section. All personnel must meet the minimum education and experience level shown for a particular labor category. Resumes will be provided to the GSA Contracting Officer or user Agency upon request.

EQUIVALENT EDUCATION / EXPERIENCE

The following presents the allowable equivalent education / experience substitutions:

Two (2) years experience (in addition to minimum experience requirements) may be substituted for an Associate's degree.

Four (4) years experience (in addition to minimum experience requirements) may be substituted for a Bachelor's degree.

Two (2) years experience (in addition to minimum experience requirements and Bachelor's degree) may be substituted for a Master's degree.

For categories where a Bachelor's degree is required, a Master's degree may be substituted for two (2) years experience; or a doctoral degree may be substituted for three (3) years experience.

CODE-001 PROJECT / TASK MANAGER**Minimum / General Experience:**

Seven (7) years of experience providing technical direction for a complete system development effort including three (3) years supervisory experience.

Functional Responsibility:

Provides technical direction for the complete system development effort. May serve as a technical authority for a design or problem area. Anticipates problems and works to mitigate the anticipated problems. As a staff specialist or consultant, identifies and resolves unique systems problems using new technology or the best technological solution. Schedules and assigns duties to subordinates. Ensures that tasks are completed within estimated cost and schedule. Interacts with Contactor / Government management personnel issuing written and / or oral reports.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-002 PROGRAM MANAGER**Minimum / General Experience:**

Ten (10) years of management experience in information systems programs identifying, planning, acquiring and implementing project resources to meet the project goals. Experienced in providing program guidance and direction to complete information technology tasking. Demonstrated capability in managing multi-task contracts of similar type and complexity.

Functional Responsibility:

Provides overall program management contractual and technical direction. Implements contract actions, establishes cost and schedule objectives, and provides controls to meet those objectives. Formulates purposes, policies and goals of the organization and enforces work standards, and reviews / resolves program discrepancies. Interfaces with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), and other Government management

personnel to ensure conformity to contractual obligations. Establishes and maintains technical and financial progress reports, organizes and assigns responsibilities to subordinates, oversees the successful completion of all tasks.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-003 TECHNICAL EXPERT

Minimum / General Experience:

Ten (10) years of experience in information systems, including eight (8) years of specialized experience providing state-of-the-art solutions to complex problems regarding information systems technology. Recognized expert in the requisite technology.

Functional Responsibility:

Provides expert, independent services and leadership in providing solutions to complex problems regarding specialized technical areas or state-of-the-art software / hardware implementation.

Provides technical solution recommendations, product design, point papers and / or assistance.

Coordinates with contractor management and Government personnel to ensure accurate problem definition and solution to satisfy the Government's requirement.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-004 SYSTEMS ENGINEER

Minimum/General Experience:

Two (2) years experience analyzing system / module software requirements and design specifications with experience in analytically solving any of the following: workflows, organization, or planning problems.

Functional Responsibility:

Designs software tools and subsystems to support software reuse and domain analysis. Interprets software requirements and design specifications for coding, and integrates and tests software components.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-005 SYSTEMS ENGINEER, SR.

Minimum/General Experience:

Six (6) years of experience in the principles, methods and techniques used in all phases of the engineering, application, and development of multiple operating systems.

Functional Responsibility:

Participates in all phases of computer operating / hardware systems engineering, including design, analysis, and modeling at a highly technical level. Analyzes complex computer software / hardware requirements to provide integration and implementation support. Performs operating / hardware systems engineering, including full life cycle design and development. Analyzes and documents users functional and data requirements. Develops site survey instruments to gather detailed user requirements and business process analysis data. Conducts functional user

interviews to document system customization and to identify data requirements / data sources. Formulates system concepts and architecture, specifies requirements, and develops implementation approaches. Determines data requirements for internal processes and external interfaces, develops new systems or tailors commercial products to meet user requirements; directs and coordinates all activities necessary to complete a major engineering project or several small projects to specification and on schedule. May serve as task or project lead, exercising leadership in either a technical role training other hardware engineers and implementing and enforcing established standards and technologies, or in a project coordination role leading tasks and assuming responsibility for the design, development, test and delivery of a software system or application;

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-006 SOFTWARE / APPLICATION ARCHITECT

Minimum/General Experience:

Ten (10) years experience in the design, development and testing of computer programs or database systems, including four (4) years experience in software operating systems architecture. Experienced as a subject matter expert in the principles, practices, and procedures of emerging technologies used in all phases of life cycle applications in any one of the following: databases, systems development, engineering, or programming.

Functional Responsibility:

Establishes state-of-the-art techniques for designing, developing, modifying and troubleshooting highly complex software operating systems and applications architectures. Defines complex design specifications and parameters. Identifies and directs resolution of complex hardware / software interface issues. Directs the development of systems specifications and technical documentation. May serve as project lead, either working independently in a technical role in field of specialization, or providing work leadership with management or supervisory responsibility for a group. Responsible for task cost, schedule and level of effort estimates reporting to senior management.

Provides expertise for multiple projects and tasks and may supervise and direct the work of assigned staff.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-007 COMPUTER SECURITY SPECIALIST

Minimum/General Experience:

Five (5) years general computer information systems experience including three (3) years experience in information security / Information Assurance (IA). Experienced in any one of the following: security administration, evaluation of security / Information Assurance product capabilities, security product assessment, or security policy development. Experience in federal information security assurance policies, or standards, or regulations.

Functional Responsibility:

Gathers and organizes technical information about an organization's mission goals and needs, IT infrastructure and existing security / IA products. Assists in developing security / IA policies,

procedures and standards. Interfaces with the customer to minimize risks and assess and secure networks.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-008 COMPUTER SECURITY SPECIALIST, SR.

Minimum/General Experience:

Ten (10) years general computer information systems experience with eight (8) years experience in information security / Information Assurance (IA). Experienced in any one of the following: security administration, evaluation of security / Information Assurance product capabilities, product assessment, and policy development. Experience in information security assurance policies, or standards, or regulations.

Functional Responsibility:

Gathers and organizes technical information about an organization's mission goals and needs, IT infrastructure, and existing security / IA products. Assists in developing security / IA policies, procedures, and standards. Responsibilities include working with the customer to minimize risks and assess and secure networks. Evaluates and recommends security products for various platforms and initiatives. May act as a project leader and provide technical leadership and guidance.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-009 WEB DESIGNER / ADMINISTRATOR

Minimum/General Experience:

Two (2) years experience in Web design demonstrating the principles, or methods, or techniques used in Web design.

Functional Responsibility:

Designs and builds Web pages using a variety of graphic software applications, tools and techniques. Designs and develops user-interface features, site animation, and special-effects elements. Designs the Website to support the customer's strategies and goals relative to external communications. Contributes to a Web design group's efforts to specify, improve, and implement the look, feel, and function of online projects. Interfaces directly with customers, users, graphic artists, and Web software developers.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-010 WEB DEVELOPER

Minimum/General Experience:

Four (4) years experience in software development, installation, and modification in an online environment.

Functional Responsibility:

Provides application development and technical support for internal and external Webs.

Develops Web pages and applications for customers while collaborating with graphic artists to

develop Web page graphics that support interactive content. Provides technical consultation in new systems development, new package evaluations and enhancements of existing systems. Prepares functional specifications from which programs are written and designs, codes, tests, debugs and documents programs. Participates in the technical design, development, testing, implementation and maintenance of Web site enhancements. Plans, schedules and conducts systems tests, monitors test results, and takes appropriate corrective action as required. Prepares technical user guides.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-011 WEB DEVELOPER, SR.

Minimum/General Experience:

Eight (8) years experience in software development, installation, and modification in an online environment including two (2) years experience as a technical leader.

Functional Responsibility:

Designs and develops well-integrated and cost-effective solutions for internal and external Webs. Works closely with client project managers and technical leaders to understand customers' business objectives and systems requirements. Designs and develops Web infrastructures. Designs and implements an intranet strategy for authorization of users to access controlled components. Designs relational databases to perform logically and physically. Coordinates enhancements and maintenance of Web systems and sites. Provides recommendations for server operating systems, hardware requirements and encryption standards for communications to and from secure servers. Provides technical advice and expertise to Webmasters and Web developers in the installation, acceptance testing, and evaluation of newly released and beta software. May serve as a functional / technical team or task lead.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-012 SOFTWARE ENGINEER, I

Minimum/General Experience:

Two (2) years experience in software engineering, including the design, coding, testing, and documentation of computer programs. Experienced in principles, or practices, or procedures used in phases of life cycle applications and systems development, or engineering, or programming, or analysis.

Functional Responsibility:

Participates in the design, development, analysis, and implementation of software operating systems and software application programs. Working under general supervision, designs software operating systems and applications, including full life cycle design and development. Works from specifications to develop and modify operating systems and software applications. Participates in the design, coding, testing, debugging, and documentation of programs. Participates in the definition of design specifications and parameters; assists engineers or analysts with the hardware / software integration of the application or utility into software operating systems. Analyzes system architecture requirements; performs requirements

acquisition and definition and data analysis. May customize purchased applications. Performs technical and subject matter research on emerging technologies to determine impacts on application execution. Analyzes and documents client needs and requirements. Participates in the writing, modifying, and maintaining technical documentation and specifications such as user manuals, system documentation, and training materials. Performs integration testing and support of various computer operating and / or network systems. Debugs and provides customer support for software operating system and application issues. Maintains current knowledge of relevant hardware and software applications as assigned. Participates in special projects as required.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-013 SOFTWARE ENGINEER, II

Minimum/General Experience:

Three (3) years experience in software engineering, including the design, coding, testing, and documentation of computer programs. Experienced in principles, or practices, or procedures used in phases of life cycle applications and systems development, or engineering, or programming, or analysis.

Functional Responsibility:

Participates in the design, development, analysis, and implementation of software operating systems and software application programs. Working under limited supervision, designs software operating systems and applications, including full life cycle design and development. Works from specifications to develop and modify operating systems and software applications. Participates in the design, coding, testing, debugging, and documentation of programs. Participates in the definition of design specifications and parameters; assists engineers or analysts with the hardware / software integration of the application or utility into software operating systems. Analyzes system architecture requirements; performs requirements acquisition and definition and data analysis. May customize purchased applications. Performs technical and subject matter research on emerging technologies to determine impacts on application execution. Analyzes and documents client needs and requirements. Participates in the writing, modifying, and maintaining technical documentation and specifications such as user manuals, system documentation, and training materials. Performs integration testing and support of various computer operating and / or network systems. Debugs and provides customer support for software operating system and application issues. Maintains current knowledge of relevant hardware and software applications as assigned. Participates in special projects as required.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-014 SOFTWARE ENGINEER, III

Minimum/General Experience:

Five (5) years experience in the design, writing, and testing of computer programs or database development. Experienced in principles, or practices, or procedures used in phases of life cycle applications and systems development, or engineering, or programming, or analysis.

Functional Responsibility:

Participates in all phases of software operating systems and software application programs engineering, including design, analysis, and modeling at a highly technical level. Performs software operating systems and application engineering, including full life cycle application systems design and development. Assesses system architecture and hardware limitations. Defines and selects new concepts and approaches for the design, development, and implementation of software engineering applications; defines complex design specifications and parameters; resolves complex hardware / software compatibility and interface design considerations. Performs requirements acquisition / definition and data analysis. Directs research on emerging technologies to determine impacts on application execution. Performs systems modeling, database analysis, design, implementation, and testing. Writes, modifies, and maintains technical documentation and specifications such as user manuals, system documentation, and training materials. Performs integration testing and support of various computer operating and / or network systems. Troubleshoots and provides customer support for software operating systems and application issues. Analyzes and documents client needs and requirements. Serves as liaison with clients, participates in meetings to ensure client needs are met and may make client presentations. May serve as task or team lead, exercising leadership in either a technical role training other software engineers and implementing and enforcing established standards and technologies, or in a project coordination role leading tasks and assuming responsibility for the design, development, test and delivery of a software system or application.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-015 PROGRAMMER / ANALYST, I

Minimum/General Experience:

Three (3) years experience in any one of the following disciplines: State of the Art Web technologies, software design tools or specific programming languages such as business software systems, authoring languages and systems, and Modeling and Simulation (M&S) technologies with their processes and tools.

Functional Responsibility:

Identifies client needs and requirements based on evaluation of client documentation and interviews. Analyzes and modifies program specifications and documentation to support contract requirements. Designs new and / or redesigns and maintains existing software products. Writes, modifies, and maintains software documentation and specifications.

Generates new code and corrects, converts, and / or modifies existing code to meet documented standards. Performs data technical analysis and develops a variety of testing procedures on assigned products, analyzes test results, and corrects problems areas. Prepares test descriptions to locate necessary software modifications.

Installs, configures, and troubleshoots various hardware and software platforms; analyzes and documents client needs and requirements; may train other programmer/analysts; develops product documentation to describe system requirements and use. Performs integration testing and support of various computer operating and / or network systems.

Participates in meetings, prepares reports on analyses, findings, and project progress. Performs technical research on emerging technologies to determine impacts on application execution.

May design and develop computer-based and / or multimedia courseware for customer training

initiatives utilizing appropriate authoring languages, systems, animation and graphics software.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-016 PROGRAMMER / ANALYST, II

Minimum/General Experience:

Four (4) years experience in any one of the following disciplines: State of the Art Web technologies, Software design tools and specific programming languages such as business software systems, authoring languages and systems, and Modeling and Simulation (M&S) technologies with their processes and tools.

Functional Responsibility:

Identifies client needs and requirements based on evaluation of client documentation and interviews. Analyzes and modifies program specifications and documentation to support contract requirements. Designs new and / or redesigns and maintains existing software products. Writes, modifies, and maintains software documentation and specifications.

Generates new code and corrects, converts, and / or modifies existing code to meet documented standards. Performs data technical analysis and develops a variety of testing procedures on assigned products, analyzes test results, and corrects problems areas. Prepares test descriptions to locate necessary software modifications.

Installs, configures, and troubleshoots various hardware and software platforms; analyzes and documents client needs and requirements; may train other programmer/analysts; develops product documentation to describe system requirements and use. Performs integration testing and support of various computer operating and / or network systems.

Participates in meetings, prepares reports on analyses, findings, and project progress. Performs technical research on emerging technologies to determine impacts on application execution.

May design and develop computer-based and / or multimedia courseware for customer training initiatives utilizing appropriate authoring languages, systems, animation and graphics software.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-017 PROGRAMMER / ANALYST, III

Minimum/General Experience:

Five (5) years experience in any one of the following disciplines: State of the Art Web technologies, Software design tools and specific programming languages such as business software systems, authoring languages and systems, and Modeling and Simulation (M&S) technologies with their processes and tools.

Functional Responsibility:

Identifies client needs and requirements based on evaluation of client documentation and interviews. Analyzes and modifies program specifications and documentation to support contract requirements. Designs new and / or redesigns and maintains existing software products. Writes, modifies, and maintains software documentation and specifications.

Generates new code and corrects, converts, and / or modifies existing code to meet documented standards. Performs data technical analysis and develops a variety of testing procedures on

assigned products, analyzes test results, and corrects problems areas. Prepares test descriptions to locate necessary software modifications.

Installs, configures, and troubleshoots various hardware and software platforms; analyzes and documents client needs and requirements; may train other programmer/analysts; develops product documentation to describe system requirements and use. Performs integration testing and support of various computer operating and / or network systems. Participates in meetings, prepares reports on analyses, findings, and project progress.

Performs technical research on emerging technologies to determine impacts on application execution. May design and develop computer-based and / or multimedia courseware for customer training initiatives utilizing appropriate authoring languages, systems, animation and graphics software.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-018 COMPUTER SYSTEMS ANALYST, I

Minimum/General Experience:

Three (3) years of computer experience including one (1) year experience in analyzing / programming applications on large-scale or mid-tier computers (or LAN-based) including one (1) year experience in design and / or programming moderately complex ADP systems.

Functional Responsibility:

Develops requirements for information systems from a project's inception to conclusion.

Develops required specifications for simple to moderately complex systems. Assists other computer systems analysts in preparing input and test data for the proposed system.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-019 COMPUTER SYSTEMS ANALYST, II

Minimum/General Experience:

Eight (8) years of computer experience working independently or under general direction on complex application problems involving all phases of systems analysis. Included in the eight (8) years of experience, five (5) years experience in analysis and /or design of business applications for complex, large-scale or mid-tier computer systems, or LAN-based systems.

Functional Responsibility:

Analyzes and evaluates user needs and identifies resources required for each task to determine functional requirements. Conceptualizes, develops, and implements complex systems designed to meet client requirements.

Defines systems objectives and prepares system design specifications to meet requirements.

Creates logical data models based on functional requirements. Performs quality review of specifications for internal and external delivery. Designs, develops, implements, and tests new systems or modifies existing systems that meet the user's needs. Codes applications and tests to software requirements. Writes or updates software specifications; analyzes procedures and systems to refine their formulation and convert to programmable formats. Analyzes data requirements to determine data source and destinations. Coordinates with client to define system design problems, determine data availability, reports requirements, and resolves system design

problems. Troubleshoots and provides technical support and solutions to users. Develops analytical tools for use in the design and redesign of programs as assigned; may serve as a technical team or task lead.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-020 COMPUTER SYSTEMS ANALYST, III

Minimum/General Experience:

Ten (10) years of experience working independently or under general direction on complex computer application problems involving all phases of systems analysis. Included in the ten (10) years experience, five (5) years experience in analysis and / or design of business applications for complex, large-scale or mid-tier computer systems, or LAN-based systems.

Functional Responsibility:

Analyzes and evaluates user needs and identifies resources required for each task to determine functional requirements. Conceptualizes, develops, and implements complex systems designed to meet client requirements. Defines systems objectives and prepares system design specifications to meet requirements. Creates logical data models based on functional requirements. Performs quality review of specifications for internal and external delivery. Designs, develops, implements, and tests new systems or modifies existing systems that meet the user's needs. Codes applications and tests to software requirements. Writes or updates software specifications; analyzes procedures and systems to refine their formulation and convert to programmable formats. Analyzes data requirements to determine data source and destinations. Coordinates with client to define system design problems, determine data availability, reports requirements, and resolves system design problems. Troubleshoots and provides technical support and solutions to users. Develops analytical tools for use in the design and redesign of programs as assigned; may serve as a technical team or task lead.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-021 DATABASE MANAGEMENT SPECIALIST

Minimum/General Experience:

Six (6) years experience in increasing responsibilities in database management experience using database management systems (DBMS) technologies, or application design utilizing DBMSs and /or experience with DBMS internals. Experienced in working independently or under general direction.

Functional Responsibility:

Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-022 DATABASE ADMINISTRATOR**Minimum/General Experience:**

Six (6) years of general experience in systems analysis or programming including four (4) years of experience in DBMSs.

Functional Responsibility:

Provides highly technical expertise and guidance in the design, implementation, operation and maintenance of database management systems (DBMS). Evaluates and recommends available DBMS products after matching requirements with system capabilities. Determines file organization, indexing methods, and security procedures for specific applications. Controls the design and use of databases. Controls the global view of databases, the access to the databases, assures the safekeeping of the databases (from accidental or intentional damage or loss), and monitors the use of databases. Capable of defining all required database administration policies, procedures, standards, and guidelines. Evaluates and recommends available DBMS products after matching requirements with system capabilities. Prepares and delivers presentations on DBMS concepts.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-023 DATABASE MANAGER**Minimum/General Experience:**

Seven (7) years experience with increasing responsibilities in DBMS systems analysis and / or programming, including five (5) years experience using current DBMS technologies, and / or application design utilizing various database management systems and / or experience with DBMS internals. Experienced in working independently or under only general direction.

Functional Responsibility:

Manages the development of database projects. Plans and budgets staff and database resources. Reallocates resources to maximize benefits. Prepares and delivers presentations on Database Management Systems (DBMS) concepts. Provides daily supervision and direction to support staff.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-024 NETWORK ENGINEER, I**Minimum/General Experience:**

Two (2) years related experience in network design / administration including experience applying the principles, or methods, or techniques and related hardware / software for network administration and engineering.

Functional Responsibility:

Analyzes local and wide area network systems, including planning, designing, evaluating, selecting, and upgrading operating systems and protocol suites and configuring communication media with concentrators, bridges, and other devices. Resolves interoperability problems to obtain operations across all platforms including email, file transfer, multimedia, teleconferencing, and the like; configures systems to user requirements. Supports the acquisition

of hardware and software as well as subcontractor services as needed. Performs various tests and documents results.

Administers and maintains local and wide area networks. Provides technical support and troubleshooting to users. Plans network layout design. May administer network security.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-025 NETWORK ENGINEER, II

Minimum/General Experience:

Five (5) years related experience in network design / administration including experience applying the principles, or methods, or techniques and related hardware / software for network administration and engineering.

Functional Responsibility:

Analyzes local and wide area network systems, including planning, designing, evaluating, selecting, and upgrading operating systems and protocol suites and configuring communication media with concentrators, bridges, and other devices. Resolves interoperability problems to obtain operations across all platforms including email, file transfer, multimedia, teleconferencing, and the like; configures systems to user requirements. Supports the acquisition of hardware and software as well as subcontractor services as needed. Performs various tests and documents results.

Administers and maintains local and wide area networks. Provides technical support and troubleshooting to users. Plans network layout design. May administer network security.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-026 NETWORK ENGINEER, III

Minimum/General Experience:

Eight (8) years experience in network design / administration including experience applying the principles, or methods, or techniques and related hardware / software for network administration and engineering.

Functional Responsibility:

Analyzes local and wide area network systems, including planning, designing, evaluating, selecting, and upgrading operating systems and protocol suites and configuring communication media with concentrators, bridges, and other devices. Resolves interoperability problems to obtain operations across all platforms including email, file transfer, multimedia, teleconferencing, and the like; configures systems to user requirements. Supports the acquisition of hardware and software as well as subcontractor services as needed. Performs various tests and documents results.

Administers and maintains local and wide area networks. Provides technical support and troubleshooting to users. Plans network layout design. May administer network security.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-027 NETWORK ADMINISTRATOR**Minimum/General Experience:**

Seven (7) years experience in applying the principles, or methods, or techniques used in network administration and support including experience with operating systems / applications, network management, and current technologies and products for Web services and security.

Functional Responsibility:

Supports, installs, maintains, troubleshoots, and coordinates the usage of local and wide area networks (LAN and WAN), electronic mail, telecommunications, and PC based systems and related software; evaluates hardware and software, including peripheral, output, and telecommunications equipment; sets up and administers security procedures; troubleshoots problems; recommends and implements LAN policies and procedures and ensures adherence to security procedures; trains users on LAN operations and procedures.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-028 NETWORK ADMINISTRATOR, SR.**Minimum/General Experience:**

Eight (8) years experience in applying the principles, or methods, or techniques used in network administration and support including experience with operating systems / applications, network management, and current technologies and products for Web services and security.

Functional Responsibility:

Responsible for the planning, design, acquisition, installation, and maintenance of LAN and WAN, electronic mail, telecommunications, and PC based systems and related software. Evaluates hardware and software, including peripheral, output, and telecommunications equipment. Administers security procedures, troubleshoots problems; establishes and implements LAN policies and their conformance. Coordinates activities of LAN support personnel, providing guidance on common networking issues. Assesses vendor products. Manages network performance, troubleshoots problems, and maintains network security.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-029 SYSTEMS ADMINISTRATOR**Minimum/General Experience:**

Two (2) years systems administrator experience, including one (1) year experience in administrating UNIX or open systems-compliant systems.

Functional Responsibility:

Designs, installs, modifies and maintains Local Area Networks (LANs). Responsible for troubleshooting and making necessary adjustments in network operating system, software and hardware. Works with other staff to design, develop, install, test, debug, modify and maintain distributed processing databases on the LAN.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-030 SYSTEMS ADMINISTRATOR, SR.**Minimum/General Experience:**

Four (4) years experience including two (2) years experience in administering UNIX or open systems-compliant systems.

Functional Responsibility:

Designs, installs, modifies and maintains local area networks (LANs). Responsible for troubleshooting and making necessary adjustments in network operating system, software and hardware. Works with other staff to design, develop, install, test, debug, modify and maintain distributed processing databases on the LAN.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-031 HELP DESK TECHNICIAN, I**Minimum/General Experience:**

One (1) year experience in providing help desk or network support that includes experience in applying the principles, or methods, or techniques and / or equipment, such as modems, data scopes, patch panels, concentrators, associated terminals, and network management software all used in network troubleshooting and support.

Functional Responsibility:

Assists with the installation, configuration, and upgrade of computer hardware and software. Provides end-user software troubleshooting and support. Applies basic diagnostic techniques to identify problems, investigate causes, and recommend solutions. Provides network troubleshooting and support. Assists in the administration of e-mail systems. Provides phone and help-desk support for local and off-site users.

Minimum Education:

High School Diploma or Equivalent or applicable Computer Technology Certification

CODE-032 HELP DESK TECHNICIAN, II**Minimum/General Experience:**

One (2) years experience in providing help desk or network support that includes experience in applying the principles, or methods, or techniques and / or equipment, such as modems, data scopes, patch panels, concentrators, associated terminals, and network management software all used in network troubleshooting and support.

Functional Responsibility:

Participates in the installation, configuration, and upgrade of computer hardware and software; provides end-user software troubleshooting and support. Applies diagnostic techniques to identify problems, investigate causes, and recommend solutions. Provides network troubleshooting and support; assists in the administration of e-mail systems. Provides phone and help-desk support for local and off-site users.

Minimum Education:

High School Diploma or Equivalent or applicable Computer Technology Certification

CODE-033 HELP DESK TECHNICIAN, III**Minimum/General Experience:**

Three (3) years experience in providing help desk or network support that includes experience in applying the principles, or methods, or techniques and / or equipment, such as modems, data scopes, patch panels, concentrators, associated terminals, and network management software all used in network troubleshooting and support.

Functional Responsibility:

Performs installation, configuration, and upgrade of computer hardware and software; provides end-user software troubleshooting and support. Applies advanced diagnostic techniques to identify problems, investigate causes, and recommend solutions. Provides network troubleshooting and support. May participate in the administration and design of websites. Participates in the administration of e-mail systems. Provides phone and help-desk support for local and off-site users. Supports lower level technicians with complex problems.

Minimum Education:

High School Diploma or Equivalent or applicable Computer Technology Certification

CODE-034 NETWORK / COMPUTER SUPPORT TECHNICIAN**Minimum/General Experience:**

Two (2) years experience in computer / network support operations, equipment / network maintenance, and configuration upgrading or specialized workstation operation activities.

Functional Responsibility:

Maintains the operation and upgrade of information and network systems. Assists with the installation and configuration maintenance of computer hardware. Provides end-user software troubleshooting and support. Provides network troubleshooting and support. Diagnoses hardware, software and operator problems and corrects them as instructed. Participates in the development of IT infrastructure processes. Performs any ancillary IT support functions.

Minimum Education:

High School Diploma or Equivalent or applicable Computer Technology Certification

CODE-035 NETWORK / COMPUTER SUPPORT TECHNICIAN, SR.**Minimum/General Experience:**

Three (3) years experience in supporting computer / network operations equipment / network maintenance, and configuration upgrading or specialized workstation operation activities. This includes experience applying the principles, or methods, or techniques and equipment such as modems, data scopes, patch panels, concentrators, associated terminals, and network management software, as well as Desk Top Operating Systems and Applications, all used in network troubleshooting and support.

Functional Responsibility:

Maintains the operation and upgrade of information and network systems. Assists with the installation and configuration maintenance of computer hardware. Provides end-user software troubleshooting and support. Provides network troubleshooting and support. Diagnoses hardware, software and operator problems and corrects them as instructed. Participates in the

development of IT infrastructure processes. Performs any ancillary IT support functions. May provide end-user training.

Minimum Education:

High School Diploma or Equivalent or applicable Computer Technology Certification

CODE-036 HARDWARE SPECIALIST

Minimum/General Experience:

Five (5) years experience in systems analysis.

Functional Responsibility:

Determines feasible hardware alternatives in client server environments. Reviews computer systems in terms of capabilities and makes recommendations for improved utilization. Prepares or participates in preparing functional requirements and specifications for hardware acquisitions. Prepares or directs preparation of reports.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-037 QUALITY ASSURANCE / IV&V SPECIALIST, I

Minimum/General Experience:

Two (2) years experience in software quality assurance or Independent Validation and Verification (IV&V) or software engineering.

Functional Responsibility:

Assists in the review and evaluation of software products and computer systems to ensure adherence to system performance and customer quality standards. Develops software / systems testing procedures, conducts tests, and analyzes, documents and reports results.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-038 QUALITY ASSURANCE / IV&V SPECIALIST, II

Minimum/General Experience:

Four (4) years experience in software quality assurance or Independent Validation and Verification (IV&V) or Software Engineering.

Functional Responsibility:

Reviews and evaluates software products and computer systems to ensure adherence to system performance and customer quality standards. Develops software / systems testing procedures, conducts tests, and analyzes, documents and reports results. Certifies that deliverables have met all quality requirements.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-039 QUALITY ASSURANCE / IV&V SPECIALIST , III**Minimum/General Experience:**

Seven (7) years experience in software quality assurance or Independent Validation and Verification (IV&V) or software engineering.

Functional Responsibility:

Organizes and maintains all quality assurance and IV&V documentation required. Reviews and evaluates software products and computer systems to ensure adherence to system performance and customer quality standards.

Develops software / systems testing procedures, conducts tests, and analyzes, documents and reports results. Certifies that deliverables have met all quality requirements.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-040 LOGISTICS SPECIALIST**Minimum/General Experience:**

Three (3) years experience providing logistics support to information management and /or computer systems. **Functional Responsibility:**

Working with other management and engineering disciplines, provides logistics support recommendations for equipment hardware / software support. Recommends / specifies equipment maintenance requirements, spare part procurements, technical support documentation, training requirements, and facilities requirements for equipment installation.

Minimum Education:

High School Diploma or Equivalent.

CODE-041 CONFIGURATION MANAGEMENT SPECIALIST**Minimum/General Experience:**

Three (3) years experience in configuration management and support.

Functional Responsibility:

Identifies Configuration Items (CI) and establishes and maintains a CI baseline inventory database. Conducts periodic audits of CI's to monitor the status of the inventory. Originates and maintains Configuration Management (CM) databases, files and drawings. Tracks all configuration changes via change control processes. Maintains spare parts, equipment and consumable inventory databases. Issues supplies and equipment. Maintains statistical analysis of usage.

Minimum Education:

Associates Degree or Equivalent.

CODE-042 CONFIGURATION MANAGEMENT SPECIALIST, SR.**Minimum/General Experience:**

Seven (7) years experience using the principles, methods, and techniques used in configuration management and support, including experience with Configuration Management software

support software commonly utilized in project management. One (1) year supervisory experience as a technical team or task lead.

Functional Responsibility:

Identifies Configuration Items (CI) and establishes and maintains a CI baseline inventory database. Conducts periodic audits of CI's to monitor the status of the inventory. Originates and maintains Configuration Management (CM) databases, files and drawings. Tracks all configuration changes via change control processes. Maintains spare parts, equipment and consumable inventory databases. Issues supplies and equipment. Maintains statistical analysis of usage. May serve as a team or task lead. May supervise and direct the work of other configuration management specialists; provides training on configuration management processes, software, and/or systems.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-043 TRAINING SPECIALIST / INSTRUCTOR

Minimum/General Experience:

Three (3) years directly related experience in the design and development of training programs using knowledge of the principles, or methods, and / or techniques used in the design and development of computer-based training programs as well as relevant hardware / software and computer equipment as required. Experienced in presenting training programs to users and serving as a technical team lead.

Functional Responsibility:

Designs training objectives. Develops computer-based training programs for assigned software. Designs courseware and structures training classes. Creates lesson text and provides documentation for software training.

Designs program authoring systems. Creates final version of training programs. Presents training programs to users. Designs program flowcharts. May serve as a team lead.

Minimum Education:

Associates Degree or Equivalent.

CODE-044 TRAINING SPECIALIST / INSTRUCTOR, SR.

Minimum/General Experience:

Four (4) years training / instructor experience developing and providing IT and end-user training on computer hardware and application software.

Functional Responsibility:

Conducts the research necessary to develop and revise training courses and prepare training catalogs. Prepares all instructor materials such as, course outline, background material, and training aids. Prepares all student materials such as course manuals, workbooks, handouts, completion certificates, and course critique forms. Trains personnel by conducting formal classroom courses, workshops and seminars.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-045 GRAPHICS DESIGN SPECIALIST**Minimum/General Experience:**

Three (3) years experience including one (1) year developing graphics / artistic presentations for publications and / or technical documentation using word processing or graphics software programs or desktop publishing systems.

Experienced working independently or under only general direction.

Functional Responsibility:

Develops / updates graphics for contract deliverables, reports, or presentations.

Minimum Education:

Associates Degree or Equivalent.

CODE-046 GRAPHICS DESIGN SPECIALIST, SR.**Minimum/General Experience:**

Eight (8) years experience in developing graphics / artistic presentations for publications and / or technical documentation using word processing or graphics software programs or desktop publishing systems. Experienced in applying the principles, or methods, and / or techniques used in the preparation of graphics materials.

Experienced working independently and as a team lead.

Functional Responsibility:

Performs high-level computer graphic design activities to produce brochures, briefings, displays, and other materials. Prepares graphics / illustrations for projects from conceptualization and development to final presentation. May act as a technical consultant on matters of design, composition and methods of presenting technical data. Uses a broad range of graphics production software and equipment. Exercises creative judgment and originality by translating needs into graphics products. May participate in website design. Provides technical training and guidance to lower-level graphics personnel and may act as a team or task lead.

Minimum Education:

Associates Degree or Equivalent.

CODE-047 ADMINISTRATIVE / DATA ANALYST**Minimum/General Experience:**

Two (2) years experience entering and verifying the accuracy of administrative data using database management systems. Experience in using general organizational skills and the use of general office equipment.

Functional Responsibility:

Inputs and / or verifies the quality / accuracy of data in data management systems. Reviews source documents for input accuracy. Reviews, follows up and resolves errors during the processing cycle. Maintains legacy data files.

Extracts data and generates special reports as directed.

Minimum Education:

High School Diploma or Equivalent.

CODE-048 ADMINISTRATIVE / DATA ANALYST, SR.**Minimum/General Experience:**

Three (3) years experience entering and verifying the accuracy of administrative data using database management systems. Experience in using general organizational skills and the use of general office equipment.

Functional Responsibility:

Inputs and / or verifies the quality / accuracy of data in data management systems. Reviews source documents for input accuracy. Reviews, follows up and resolves errors during the processing cycle. Maintains legacy data files.

Extracts data and generates special reports as directed.

Minimum Education:

High School Diploma or Equivalent.

CODE-049 DOCUMENTATION SPECIALIST**Minimum/General Experience:**

Two (2) years experience in composing and producing technical documentation or one (1) year experience with a college degree.

Functional Responsibility:

Composes and finalizes technical documentation such as specifications, user manuals, or technical reports using the style, and format required by customer style guides under general direction.

Minimum Education:

High School Diploma or Equivalent.

CODE-050 TECHNICAL WRITER / EDITOR**Minimum/General Experience:**

Three (3) years experience including one (1) year experience in writing / editing both technical / non-technical documentation and providing general office financial and administrative support. Experienced in working independently.

Functional Responsibility:

Assist in collection, organizing and editing of information required for customer delivery such as: system specifications, user manuals, training materials, installation guides, and special reports / proposals. Assists in performing financial and administrative functions.

Minimum Education:

Bachelor's Degree or Equivalent.

CODE-051 CAD SPECIALIST I / EDITOR**Minimum/General Experience:**

Two (2) years experience with the principles, or methods, and / or techniques used in design and drafting of technical documentation including experience with associated CAD software packages and equipment, as well as applicable drawing standards, practices, and specifications.

Functional Responsibility:

Takes source documentation such as rough sketches, "red line" changes, engineering draft drawings, or work packages and works with engineers to develop product drawings using CAD software. Develops drawings using given style guides / standards and practices that define parameters such as format, and scaling to produce mechanical, electrical / electronic, structural, architectural or fabrication drawings. Provides hard and softcopy outputs of drawing files.

Minimum Education:

Associates Degree or Equivalent.

CODE-052 CAD SPECIALIST II / DRAFTER**Minimum/General Experience:**

Four (4) years experience with the principles, or methods, and / or techniques used in design and drafting of technical documentation including experience with associated CAD software packages and equipment, as well as applicable drawing standards, practices, and specifications.

Functional Responsibility:

Takes source documentation such as rough sketches, "red line" changes, engineering draft drawings, or work packages and works with engineers to develop product drawings using CAD software. Develops drawings using given style guides / standards and practices that define parameters such as format, and scaling to produce mechanical, electrical / electronic, structural, architectural or fabrication drawings. Provides hard and softcopy outputs of drawing files.

Minimum Education:

Associates Degree or Equivalent.

CODE-053 CAD SPECIALIST III / DESIGNER**Minimum/General Experience:**

Six (6) years experience with the principles, or methods, and / or techniques used in design and drafting of technical documentation including experience with associated CAD software packages and equipment, as well as applicable drawing standards, practices, and specifications.

Functional Responsibility:

Takes source documentation such as rough sketches, "red line" changes, engineering draft drawings, or work packages and works with engineers to develop product drawings using CAD software. Develops drawings using given style guides / standards and practices that define parameters such as format, and scaling to produce mechanical, electrical / electronic, structural, architectural or fabrication drawings. Provides hard and softcopy outputs of drawing files.

Minimum Education:

Associates Degree or Equivalent.

CODE-054 ADMINISTRATIVE ASSISTANT**Minimum/General Experience:**

Two (2) years experience providing administrative / clerical organizational support. **Functional**

Responsibilities:

Performs word processing of technical and non-technical documentation under direction.

Provides general office functions such as photocopying and scanning of documents, taking phone messages, faxing of documents, maintaining petty cash, filing documentation, distributing US mail, and coordination of travel. May prepare / audit payroll and billing information.

Minimum Education:

High School Diploma or Equivalent.

INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) LABOR CATEGORY / PRICE LIST – CONTRACTOR SITE

CODE	LABOR CATEGORY - CONTRACTOR SITE	Option 6	Option 7	Option 8	Option 9	Option 10
		1/10/2015 - 1/09/2016	1/10/2016 - 1/09/2017	1/10/2017 - 1/09/2018	1/10/2018 - 1/09/2019	1/10/2019 - 1/09/2020
001	Project / Task Manager	\$133.79	\$136.47	\$139.20	\$141.98	\$144.82
002	Program Manager	\$197.57	\$201.52	\$205.55	\$209.66	\$213.85
003	Technical Expert	\$274.43	\$279.92	\$285.52	\$291.23	\$297.06
004	Systems Engineer	\$90.79	\$92.60	\$94.46	\$96.35	\$98.27
005	Systems Engineer, Sr.	\$104.05	\$106.13	\$108.26	\$110.42	\$112.63
006	Software / Application Architect	\$165.63	\$168.95	\$172.33	\$175.77	\$179.29
007	Computer Security Specialist	\$82.74	\$84.40	\$86.08	\$87.81	\$89.56
008	Computer Security Specialist, Sr.	\$109.32	\$111.51	\$113.74	\$116.01	\$118.33
009	Web Designer / Administrator	\$84.32	\$86.01	\$87.73	\$89.48	\$91.27
010	Web Developer	\$108.66	\$110.84	\$113.05	\$115.31	\$117.62
011	Web Developer, Sr.	\$158.05	\$161.22	\$164.44	\$167.73	\$171.08
012	Software Engineer, I	\$73.88	\$75.35	\$76.86	\$78.40	\$79.97
013	Software Engineer, II	\$105.37	\$107.48	\$109.63	\$111.82	\$114.06
014	Software Engineer, III	\$117.41	\$119.76	\$122.15	\$124.59	\$127.09
015	Programmer Analyst, I	\$65.24	\$66.54	\$67.87	\$69.23	\$70.61
016	Programmer Analyst, II	\$96.23	\$98.15	\$100.12	\$102.12	\$104.16
017	Programmer Analyst, III	\$109.07	\$111.25	\$113.48	\$115.75	\$118.06
018	Computer Systems Analyst, I	\$85.14	\$86.84	\$88.58	\$90.35	\$92.16
019	Computer Systems Analyst, II	\$113.52	\$115.79	\$118.11	\$120.47	\$122.88
020	Computer Systems Analyst, III	\$138.46	\$141.22	\$144.05	\$146.93	\$149.87
021	Database Management Specialist	\$83.74	\$85.42	\$87.13	\$88.87	\$90.65
022	Database Administrator	\$89.56	\$91.36	\$93.18	\$95.05	\$96.95
023	Database Manager	\$118.54	\$120.91	\$123.33	\$125.80	\$128.31
024	Network Engineer, I	\$98.39	\$100.36	\$102.36	\$104.41	\$106.50
025	Network Engineer, II	\$127.10	\$129.64	\$132.24	\$134.88	\$137.58
026	Network Engineer, III	\$124.60	\$127.09	\$129.63	\$132.23	\$134.87
027	Network Administrator	\$98.92	\$100.89	\$102.91	\$104.97	\$107.07
028	Network Administrator, Sr.	\$124.60	\$127.09	\$129.63	\$132.23	\$134.87

CODE	LABOR CATEGORY - CONTRACTOR SITE	Option 6	Option 7	Option 8	Option 9	Option 10
		1/10/2015 - 1/09/2016	1/10/2016 - 1/09/2017	1/10/2017 - 1/09/2018	1/10/2018 - 1/09/2019	1/10/2019 - 1/09/2020
029	Systems Administrator	\$78.72	\$80.30	\$81.90	\$83.54	\$85.21
030	Systems Administrator, Sr.	\$96.91	\$98.85	\$100.83	\$102.85	\$104.90
031	Help Desk Technician, I	\$58.73	\$59.90	\$61.10	\$62.32	\$63.57
032	Help Desk Technician, II	\$62.49	\$63.74	\$65.02	\$66.32	\$67.64
033	Help Desk Technician, III	\$75.08	\$76.58	\$78.11	\$79.67	\$81.26
034	Network / Computer Support Technician	\$47.62	\$48.57	\$49.54	\$50.53	\$51.54
035	Network / Computer Support Technician, Sr.	\$62.84	\$64.10	\$65.38	\$66.69	\$68.02
036	Hardware Specialist	\$70.93	\$72.35	\$73.79	\$75.27	\$76.77
037	Quality Assurance / IV&V Specialist, I	\$71.05	\$72.47	\$73.92	\$75.39	\$76.90
038	Quality Assurance / IV&V Specialist, II	\$87.00	\$88.74	\$90.51	\$92.32	\$94.17
039	Quality Assurance / IV&V Specialist, III	\$124.52	\$127.01	\$129.55	\$132.14	\$134.78
040	Logistics Specialist	\$76.00	\$77.52	\$79.07	\$80.65	\$82.26
041	Configuration Management Specialist	\$88.84	\$90.62	\$92.43	\$94.28	\$96.16
042	Configuration Management Specialist, Sr.	\$93.91	\$95.79	\$97.70	\$99.66	\$101.65
043	Training Specialist / Instructor	\$66.67	\$68.01	\$69.37	\$70.75	\$72.17
044	Training Specialist / Instructor Sr.	\$84.98	\$86.68	\$88.41	\$90.18	\$91.99
045	Graphics Design Specialist	\$58.08	\$59.25	\$60.43	\$61.64	\$62.87
046	Graphics Design Specialist, Sr.	\$87.59	\$89.34	\$91.13	\$92.95	\$94.81
047	Administrative / Data Analyst	\$47.82	\$48.78	\$49.76	\$50.75	\$51.77
048	Administrative / Data Analyst, Sr.	\$58.61	\$59.78	\$60.98	\$62.20	\$63.44
049	Documentation Specialist	\$63.55	\$64.82	\$66.12	\$67.44	\$68.79
050	Technical Writer / Editor	\$72.82	\$74.28	\$75.76	\$77.28	\$78.82
051	CAD Specialist I / Editor	\$67.17	\$68.52	\$69.89	\$71.28	\$72.71
052	CAD Specialist II / Drafter	\$79.58	\$81.17	\$82.80	\$84.45	\$86.14
053	CAD Specialist III / Designer	\$93.73	\$95.61	\$97.52	\$99.47	\$101.46
054	Administrative Assistant	\$44.26	\$45.14	\$46.04	\$46.96	\$47.90

INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) LABOR CATEGORY / PRICE LIST – CUSTOMER SITE

CODE	LABOR CATEGORY - CUSTOMER SITE	Option 6	Option 7	Option 8	Option 9	Option 10
		1/10/2015 - 1/09/2016	1/10/2016 - 1/09/2017	1/10/2017 - 1/09/2018	1/10/2018 - 1/09/2019	1/10/2019 - 1/09/2020
001	Project / Task Manager	\$106.80	\$108.94	\$111.11	\$113.34	\$115.60
002	Program Manager	\$157.70	\$160.86	\$164.08	\$167.36	\$170.70
003	Technical Expert	\$219.09	\$223.47	\$227.94	\$232.50	\$237.15
004	Systems Engineer	\$72.47	\$73.92	\$75.40	\$76.91	\$78.45
005	Systems Engineer, Sr.	\$83.08	\$84.74	\$86.44	\$88.16	\$89.93
006	Software / Application Architect	\$132.22	\$134.87	\$137.56	\$140.32	\$143.12
007	Computer Security Specialist	\$66.05	\$67.37	\$68.72	\$70.10	\$71.50
008	Computer Security Specialist, Sr.	\$87.28	\$89.02	\$90.80	\$92.62	\$94.47
009	Web Designer / Administrator	\$67.32	\$68.66	\$70.04	\$71.44	\$72.87
010	Web Developer	\$86.73	\$88.47	\$90.24	\$92.04	\$93.88
011	Web Developer, Sr.	\$126.18	\$128.70	\$131.28	\$133.90	\$136.58
012	Software Engineer, I	\$58.97	\$60.15	\$61.35	\$62.58	\$63.83
013	Software Engineer, II	\$84.11	\$85.79	\$87.51	\$89.26	\$91.04
014	Software Engineer, III	\$93.73	\$95.61	\$97.52	\$99.47	\$101.46
015	Programmer Analyst, I	\$52.09	\$53.13	\$54.19	\$55.28	\$56.38
016	Programmer Analyst, II	\$76.81	\$78.35	\$79.92	\$81.51	\$83.14
017	Programmer Analyst, III	\$87.06	\$88.81	\$90.58	\$92.39	\$94.24
018	Computer Systems Analyst, I	\$67.97	\$69.33	\$70.71	\$72.13	\$73.57
019	Computer Systems Analyst, II	\$90.62	\$92.44	\$94.28	\$96.17	\$98.09
020	Computer Systems Analyst, III	\$110.52	\$112.73	\$114.99	\$117.29	\$119.64
021	Database Management Specialist	\$66.86	\$68.19	\$69.56	\$70.95	\$72.37
022	Database Administrator	\$71.50	\$72.93	\$74.39	\$75.88	\$77.40
023	Database Manager	\$94.63	\$96.52	\$98.46	\$100.42	\$102.43
024	Network Engineer, I	\$78.54	\$80.11	\$81.71	\$83.35	\$85.01
025	Network Engineer, II	\$101.48	\$103.51	\$105.58	\$107.69	\$109.84
026	Network Engineer, III	\$99.47	\$101.46	\$103.49	\$105.56	\$107.67
027	Network Administrator	\$78.95	\$80.53	\$82.14	\$83.79	\$85.46
028	Network Administrator, Sr.	\$99.47	\$101.46	\$103.49	\$105.56	\$107.67
029	Systems Administrator	\$62.85	\$64.10	\$65.39	\$66.69	\$68.03

CODE	LABOR CATEGORY - CUSTOMER SITE	Option 6	Option 7	Option 8	Option 9	Option 10
		1/10/2015 - 1/09/2016	1/10/2016 - 1/09/2017	1/10/2017 - 1/09/2018	1/10/2018 - 1/09/2019	1/10/2019 - 1/09/2020
030	Systems Administrator, Sr.	\$77.38	\$78.93	\$80.51	\$82.12	\$83.76
031	Help Desk Technician, I	\$46.87	\$47.81	\$48.77	\$49.74	\$50.74
032	Help Desk Technician, II	\$49.89	\$50.89	\$51.90	\$52.94	\$54.00
033	Help Desk Technician, III	\$59.93	\$61.13	\$62.35	\$63.60	\$64.87
034	Network / Computer Support Technician	\$38.02	\$38.78	\$39.55	\$40.34	\$41.15
035	Network / Computer Support Technician, Sr.	\$50.17	\$51.18	\$52.20	\$53.24	\$54.31
036	Hardware Specialist	\$56.60	\$57.74	\$58.89	\$60.07	\$61.27
037	Quality Assurance / IV&V Specialist, I	\$56.72	\$57.86	\$59.01	\$60.19	\$61.40
038	Quality Assurance / IV&V Specialist, II	\$69.45	\$70.83	\$72.25	\$73.70	\$75.17
039	Quality Assurance / IV&V Specialist, III	\$99.41	\$101.40	\$103.43	\$105.49	\$107.60
040	Logistics Specialist	\$60.66	\$61.87	\$63.11	\$64.37	\$65.66
041	Configuration Management Specialist	\$70.94	\$72.35	\$73.80	\$75.28	\$76.78
042	Configuration Management Specialist, Sr.	\$74.97	\$76.47	\$78.00	\$79.56	\$81.15
043	Training Specialist / Instructor	\$53.22	\$54.29	\$55.37	\$56.48	\$57.61
044	Training Specialist / Instructor Sr.	\$67.84	\$69.19	\$70.58	\$71.99	\$73.43
045	Graphics Design Specialist	\$46.38	\$47.30	\$48.25	\$49.21	\$50.20
046	Graphics Design Specialist, Sr.	\$69.91	\$71.31	\$72.73	\$74.19	\$75.67
047	Administrative / Data Analyst	\$38.18	\$38.95	\$39.72	\$40.52	\$41.33
048	Administrative / Data Analyst, Sr.	\$46.79	\$47.73	\$48.68	\$49.65	\$50.65
049	Documentation Specialist	\$50.73	\$51.74	\$52.78	\$53.83	\$54.91
050	Technical Writer / Editor	\$58.13	\$59.29	\$60.48	\$61.69	\$62.92
051	CAD Specialist I / Editor	\$53.62	\$54.70	\$55.79	\$56.91	\$58.04
052	CAD Specialist II / Drafter	\$63.55	\$64.82	\$66.11	\$67.43	\$68.78
053	CAD Specialist III / Designer	\$74.83	\$76.32	\$77.85	\$79.41	\$80.99
054	Administrative Assistant	\$35.32	\$36.03	\$36.75	\$37.48	\$38.23

**INFORMATION TECHNOLOGY (IT) PURCHASE OF NEW EQUIPMENT (SPECIAL
ITEM NUMBER 132-8) PRICE L/ST**

Category	Mfgr.	Mfgr #	Product Description	Qty	1/10/2015 - 1/09/2016
Boards					
	CDI	13710151TPH-1	OTPS 10 CCA	1	\$ 12,877
	CDI	MTCCA-10	Circuit Card Assembly (CCA) Complexity 1.0	1	\$ 3,844
	CDI	MTCCA-20	Circuit Card Assembly (CCA) Complexity 2.0	1	\$ 9,334
	CDI	MTCCA-30	Circuit Card Assembly (CCA) Complexity 3.0	1	\$ 19,218
	CDI	13703151TPH-1	OTPS 3 CCA	1	\$ 9,334
Cables					
	CDI	13701257TPH-1	Cable Assembly	1	\$ 11,311
	CDI	13700252TPH-1	W400 Cable	1	\$ 4,612
	CDI	A31U29096-1	SCSI Cable	1	\$ 1,208
	CDI	MTCBL-10	Cable Assembly Complexity 1.0	1	\$ 3,075
	CDI	MTCBL-20	Cable Assembly Complexity 2.0	1	\$ 4,612
	CDI	MTCBL-30	Cable Assembly Complexity 3.0	1	\$ 11,311
	CDI	E10-21515-1	Cable Assembly Set, PAS WTS	1	\$ 31,079
	CDI	MTCSET-10	Cable Set Complexity 1.0	1	\$ 13,946
	CDI	MTCSET-20	Cable Set Complexity 2.0	1	\$ 24,160
	CDI	MTCSET-30	Cable Set Complexity 3.0	1	\$ 101,031
	CDI	MTEQP000151	Omni Service Center Test Harness Set	1	\$ 24,160
IT Support Equipment					
	CDI	13702150TPH-1	Chassis, Electrical	1	\$ 6,150
	CDI	MTSTE-10	Support / Test Equipment Complexity 1.0	1	\$ 9,883
	CDI	MTSTE-20	Support / Test Equipment Complexity 2.0	1	\$ 19,548
	CDI	MTSTE-30	Support / Test Equipment Complexity 3.0	1	\$ 50,406
	CDI	5181068	Fixture Assembly, MSS	1	\$ 19,548
	CDI	E10-12747	Test Set Threat Alert	1	\$ 50,296
	CDI	17G230286-1	Test Set, Engine Bearing Scavenge Oil Pressure	1	\$ 9,883
	CDI	17G230089-1	Test Set Assembly, Engine Oil Pressure	1	\$ 5,711
	CDI	MTEQP000157	Test Set, Torque Indicator	1	\$ 19,713

**USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS****PREAMBLE**

(Name of Company) provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts.

To accelerate potential opportunities please contact:

Francesco Anderson, (904) 662-2259, francesco.anderson@cdicorp.com

**BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY
SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s)

_____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6. This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. **The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.**

Signatures

Ordering Activity Date

Contractor

Date

BPA NUMBER _____

(CUSTOMER NAME) BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
--------------------------	-----------------------------

_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
-------------	----------------------------

_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
--------	------------------

_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and (h) Date of Shipment.

- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors. Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.



Engineering Solutions
Government Services

CDI GOVERNMENT SERVICES
5700 WARD AVENUE
VIRGINIA BEACH, VA 23455

PLEASE CONTACT:
GSA-IT@CDICORP.COM
PHONE: (757) 648-1800